

ADMINISTRATIVE — INTERNAL USE ONLY

DIRE 1030

9 DEC 1974

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Orientation for Spouses of New Employees

REFERENCES : (a) Memo for DDA fm ADMAG, 18 Sept 74;
Same Subject

(b) Memo for DDA fm DTR, 18 Oct 74;
Same Subject

(c) Memo for D/S fm EO/DDA, 15 Nov 74;
Same Subject

1. At our Management Conference on 21 November 1974 you asked that OTR lay out a plan for orienting spouses of new Agency employees, as initially proposed in Reference (a).

2. If OTR is tasked to conduct a program of this type, I would again propose as in Reference (b) that the initial commitment be limited to two pilot runnings in order to gain experience as a basis for evaluation. OTR would be prepared to conduct pilot runnings for one day each in March and May 1975, in the Chamber of Commerce Building, for no more than 40 spouses of new Agency employees. The actual orientation program would consist of talks interspersed with films. The lectures, each of which would include an opportunity for those attending to ask questions, would cover the following areas:

- (a) The functions performed by CIA in general terms, its legal authorities, including both authorizations and prohibitions on the Agency, and its general organization;
- (b) A specially tailored talk -- this to be worked out with the Office of Security -- on security practices in the Agency, the unique restrictions which pertain to CIA employees, and the role of cover in intelligence work; and

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- (c) The place of CIA in government and the public image of the Agency.

Also included would be the film of the DCI's welcoming talk to the IWA in June 1974, Damage Report or another security film in conjunction with the security talk, and the film Need to Know. Except for the security talk, the presentations would be made by OTR personnel.

3. The suggestion for such a program certainly has merit, but a good deal less in the more open climate of the Agency today than in the past. In addition to the complexities of administering such a program, I am concerned about the impact that a regular undertaking to orient spouses of new employees would have on the on-going OTR workload. If the program had to be conducted frequently, I do not believe we could do it within our current T/O without dropping or cutting back on some other activity. While bearing in mind that the plan set out above is for only a one-day program, it is our experience that "short courses," such as "CIA Today and Tomorrow," the "JCS-DIA Orientation," and the "Day at CIA" for visiting groups, require a disproportionately higher number of OTR instructors and training assistants than do longer courses.

4. In summary, I agree with the view expressed at the ADMAG meeting and cited in Reference (c) that the program would be "nice to have" but expensive, and that it would be preferable to look to other means, such as the spouses' visits to Headquarters and the regular EOD briefings for new employees, instead of a new special orientation program for spouses. If you do decide to proceed, I recommend that OTR, with the assistance of the Office of Security, conduct two experimental offerings along the lines set out above, and that we evaluate this experience before proceeding further.

STATINTL

Alfonso Rodriguez
Director of Training

| SENDER WILL CHECK CLASSIFICATION FOR | | | |
|---|--------------------------|--------------|----------------|
| UNCLASSIFIED | | CONFIDENTIAL | SECRET |
| OFFICIAL ROUTING SLIP | | | |
| TO | NAME AND ADDRESS | DATE | INITIALS |
| 1 | DTR | 12/30 | AM |
| 2 | C/PDS | 3. Dec | JK |
| 3 | C/PDS / PLANS | | |
| 4 | C/II | 1/6/75 | J |
| 5 | file Spouse Orientation | | |
| 6 | | | |
| ACTION | | DIRECT REPLY | PREPARE REPLY |
| APPROVAL | | DISPATCH | RECOMMENDATION |
| COMMENT | | FILE | RETURN |
| CONCURRENCE | | INFORMATION | SIGNATURE |
| Remarks: <p>To all —</p> <p>I don't believe any of us should shed a tear because of DDA disapproval.</p> <p style="text-align: center;">D</p> | | | |
| FOLD HERE TO RETURN TO SENDER | | | |
| FROM: NAME, ADDRESS AND PHONE NO. | | | DATE |
| DDTR | | | 12/30/74 |

Mr. Blake's Note:

Al,

This is a good idea,
and in other days I would
say go, but I do not
think we now can afford it
in light of resource
constraints.

/s/ Jack Blake

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Orientation for Spouses of New Employees

FROM:

DTR
1026 C of C

EXTENSION

3245

NO.

DTR-1030

DATE

9 DEC 1974

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

DDA
7D-18 Hqs

12/10

2.

STATINTL [REDACTED]

12/10 12/10

3.

Mr. McMahon

12/10 12/11

4.

Mr. Blake

12/11 24 DEC 1974

5.

6.

D. Training

30 DEC 14

7.

STATINTL [REDACTED]

8.

9.

10.

11.


12.

13.

14.

15.

2-4 Put out earlier discussion. You suggested that OTR draw up a plan of action, but do nothing to implement it. I still feel it is in the "meet here" category.

3-4 I vote NO 

To 7
al,
This is a good idea, and in other days I would say go, but I do not think we can afford it in light of resource constraints.